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SELF-EVALUATION CHECKLIST

Local Government ADA Administration

Prepared by the National League
of Cities' Center for Education and
Information Resources.

The following self-evaluation checklist was to assist local government officials ensure that they have met the administrative requirements of Subtitle A of Title II.

1. Have you designated someone to coordinate your efforts to comply with ADA?

Yes ☒ No ☐ Action/Due Date: _____

2. Have you established grievance procedures that incorporate due process standards and that provide for the prompt and equitable solution of complaints of discrimination against an individual with a disability, including job applicants, employees, citizens, and other visitors?

Yes ☒ No ☐ Action/Due Date: _____

3. Do your written materials (publications) include a notice of nondiscrimination?

Yes ☒ No ☐ Action/Due Date: _____

4. When you provide public notices, including employment notices, do your procedures utilize all types of media and displays, e.g., print media, radio/television and other alternatives, such as taped job announcements available over the phone?

Yes ☒ No ☐ Action/Due Date: _____

does not include radio

Local Officials Guide

Complying with the Americans with Disabilities Act

5. Have you reviewed policies related to hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring to ensure they are not discriminatory?

Yes ☒ No ☐ Action/Due Date: _____

6. Have you reviewed medical, hospital, accident, life insurance and retirement fringe benefits to ensure that they give nondiscriminatory treatment to people with disabilities?

Yes ☒ No ☐ Action/Due Date: _____

7. Are the social and recreational activities offered by your local government accessible to all employees and their friends and relatives with disabilities?

Yes ☐ No ☒ Action/Due Date: *formal* notification

8. Have you notified unions and professional organizations with whom you have collective bargaining or other professional agreements of your nondiscrimination policy?

Yes ☐ No ☒ Action/Due Date: 30 days

9. Have you made sure that individuals with disabilities are allowed the opportunity to participate as members of your planning or advisory boards?

Yes ☒ No ☐ Action/Due Date: _____

AMERICANS WITH DISABILITIES ACT
RECRUITMENT AND EMPLOYMENT

NONDISCRIMINATION POLICY

It is the policy of the City of Helena, to provide equal opportunity to all of its employees and applicants for employment and to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement. To this end, the City of Helena will take affirmative actions to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity; i.e. minority group members, women, and the handicapped. The City of Helena recognizes an obligation to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

RECRUITMENT

- A. Recruitment notices received from departments within the City of Helena will be cause to initiate a review of the job description to ascertain the essential job functions of the vacant position.
- B. Job Advertisements and Notices will list the General Duties and Essential Job Functions of the position. Published notices will also include the following statement: "WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, OR ANY OTHER LEGALLY PROHIBITED BASIS."
- C. A dedicated phone line will be established to provide an audio description of current job openings within the City. This number along with the State operated Telecommunications Relay Service numbers 1-800-253-4091 (TDD) and 1-800-253-4093 (VOICE) will be included in all advertising for positions.
- D. Job information and Application Forms will be available in a location that is accessible to people with mobility impairments, i.e., City of Helena Personnel Office, 316 N. Park Ave., and State of Montana Job Service Office, 715 Front St. In addition, Large Print copies of the Job Information will be available at these locations. Accommodations will be made for mobility impaired individuals who wish to personally complete applications in the City's Personnel Office.
- E. The use of Employment Agencies will normally be limited to the State of Montana Job Service. However, if other Employment Agencies are utilized, to aid in recruitment, the City shall inform the agency used of the City's policy of nondiscrimination.

AMERICANS WITH DISABILITIES ACT
RECRUITMENT AND EMPLOYMENT
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- F. The City of Helena's Application for Employment form has been reviewed and does not contain references to handicaps and/or disabilities except as provided under MCA 39-30-101 through 39-30-207, "Handicapped Persons Public Employment Preference Act". Prominently displayed on each application form is the City of Helena's Nondiscrimination Policy Statement.

SELECTION

- A. A team of five to eight trained individuals will serve as chairpersons of selection committees. One of these individuals will always serve as the leader of the committee. These individuals will be trained in such areas as affirmative action, employment discrimination, ADA, veterans and handicapped preference law, how to screen applications, ranking and rating procedures, the development of interview questions and interviewing techniques.

All persons appointed to this team will attend the State of Montana's Professional Development Center training course, Who Should I Hire, or a similar training course. Training will also be provided to the team when significant changes in procedures or law occur, such as the ADA. When a vacancy occurs on the team, a new person will be appointed to the team by the City Manager and trained as soon as possible.

- B. Prior to the interview process the selection committee will review the current job description to determine the "essential job functions". All interviews shall be based on the applicants ability to perform the functions of the job "with or without" reasonable accommodations. The question need not be limited to the "essential" functions. Any questions concerning the determination of the essential job functions, or reasonable accommodations, shall be discussed with the Human Resource Manager before the interviews take place. No references shall be made to any disability, only to the applicants ability to perform the job functions.

- C. Questions to be used during the interview process shall be developed in advance and approved by the Human Resource Manager. All questions will be JOB RELATED. No reference will be made to personal status, child care, marital status, disabilities, etc.

November 12, 1992

M E M O R A N D U M

TO: ALL DEPARTMENT

FR: Lynn R. Moon, ADA Coordinator

RE: PUBLIC HEARING ADVERTISING

The Americans with Disabilities Act contains three categories of compliance -- employment, public facilities, and programs and services. The City must do an self-evaluation in those three areas and prepare and adopt a transition plan no later than Jan. 26, 1993.

According to the *Local Officials Guide Complying with the Americans with Disabilities Act*, it is important to be sensitive to the limitations of those individuals with sensory impairments when providing public notice. This is important for our public hearing notices. The notices published in the Independent Record should contain the TDD phone number, and a statement that "upon reasonable advance notice, the City will provide assistance for those persons with sensory impairments". This statement should also appear on each agenda.

I have contacted Jan Nelson, certified sign language interpreter, who has agreed to act as an interpreter on an as needed basis at the City Commission meetings, or other public meetings, provided she has at least three days notice, which means no later than Thursday morning for a following Monday meeting. Because not all hearing impaired persons read sign, we should also provide a hearing person who can type or write to act as a liaison for the person requiring assistance. If the information can be typed, we could make arrangements to borrow a laptop computer from either

Traffic or Police. The City should also make **LARGE PRINT** copies of the agenda and the minutes available upon request. The audio tapes will also continue to be available to the public.

Attached is a copy of a recent legal ad that contains the proper language. Please refer to it when preparing future public hearing advertising.

Should you get a request for assistance, please contact Debbie Lesmeister or me for additional information.

City of Helena, Montana

TO: Independent Record
PUBLICATION DATES: November 30 and December 4
Legal Ad

NOTICE OF SPECIAL MEETING AND PUBLIC HEARING

UPON REASONABLE NOTICE, THE CITY OF HELENA WILL PROVIDE ASSISTANCE FOR THOSE PERSONS WITH SENSORY IMPAIRMENTS. FOR FURTHER INFORMATION, PLEASE CONTACT THE CITY CLERK AT 447-8410 OR TDD RELAY SERVICE 1-800-253-4091 OR VOICE 1-800-253-4093.

The Helena City Commission and the Lewis and Clark County Commission will hold a joint public hearing at 4:00 p.m. on Thursday, December 10, 1992 at a Special Meeting to be held in Room 326, on the third floor of the City-County Building, 316 N. Park Ave., Helena MT, to consider the following:

Resolution for tax abatement: William E. Clawson, 2915 County Club Ave., Helena MT 59601, owner of the property, is requesting tax abatement equalling 100% of the increase in taxable value during the construction period, not to exceed 12 months, and for 1 to 5 years following completion of the construction. The tax abatement applies only to the number of mills levied for his school and elementary school district purposes; and by the local governing body approving the abatement.

The application for abatement states that the project will cost approximately \$67,212. The planned expansion will result in the relocation of a structure from 1125 Livingston Ave. to a new location at 202 Pine St. The proposal will fall under the category of new construction compatible with properties located within the historic district. The residence will be placed upon a new foundation and will be completely remodeled to meet building code.

Further information can be obtained by contacting Lynn Moon at 447-8411.